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### **Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.**

The Motion to File a Document under Seal Event Code is used when a registered participant is requesting to file documents under seal.

**NOTE:** The docket entry and PDF(s) are viewable to the public. Do not attached sealed documents to this event code. The sealed document(s) must be filed separately using the private event code.

#### **Docketing Procedure:**

Click on the Bankruptcy or Adversary on the CM/ECF Main Menu Bar.

Click on Sealed Events Category hyperlink.

Enter the Adversary Proceeding or Bankruptcy Case Number. Click Next.

Select the **Motion to File a Document under Seal** event code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If not listed, click Add/Create New Party and follow the screen prompts to add a new party.

Click on the Browse button to attach the Motion to File Document under Seal PDF. Click Next.

The following message will prompt will appear. Click Next.

**This entry will appear on the Docket Report. If there is sensitive information in this pleading that should NOT be made public. DO NOT USE THIS EVENT. Refer to**

**the District Wide Procedures for Electroncially Filing Sealed and Redacted Documents for the appropriate event or contact the divisional helpdesk.**

The Docket Text Screen: Modify as Appropriate will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional information or leave blank. Click Next.

Review Final Docket Text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

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